

DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES



BRIAN SCHWEITZER
GOVERNOR

JOAN MILES
DIRECTOR

STATE OF MONTANA

www.dphhs.mt.gov

PO Box 4210
HELENA, MT 59604-4210

Date: July 9, 2007

To: All TANF Cash Assistance Policy Manual Holders

From: Del Bock, TANF Program Policy Specialist
Public Assistance Bureau, Central Office.

Subject: TANF Cash Assistance Bulletin TB-36

Please place this bulletin at the beginning of the TANF Manual Section 901-1.

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SECTION: Eligibility and Benefits
Childcare Assistance

SUBJECT: Working Caretaker Relative Child Care Program

EFFECTIVE DATE: 8/1/07

INTRODUCTION: During the 2007 Montana Legislative session, HB-2 allocated funding for the Working Caretaker Relative Child Care program. This child care program is designed to assist specified caretaker relatives who are receiving **child only** TANF grants with child care costs associated with the minor child(ren) for whom they are receiving TANF cash assistance.

POLICY: In order to qualify for the Working Caretaker Relative Child Care program, the specified caretaker relative must be receiving a child only TANF cash assistance grant for a minor child or children and must be employed a minimum of 60 hours per month (120 hours in a 2-parent household).

The specified caretaker relative will be responsible to pay a monthly \$10 copayment to the childcare provider. Failure to pay the monthly copayment will result in closure of the Working Caretaker Relative Child Care program.

ELIGIBILITY PROCESS When a specified caretaker relative applies for a **child only** TANF cash assistance grant, the OPA Eligibility Case Manager will need to determine whether or not the specified caretaker relative is eligible for the Working Caretaker Relative Child Care program by asking the following questions:

1. Are you in need of child care due to employment?
2. Are you employed at least 60/120 hours per week?

ELECTRONIC REFERRAL

If the specified caretaker relative answers yes to both of the questions, the OPA Eligibility Case Manager must complete a HCS-052 “Working Caretaker Relative Child Care Program” referral form and submit it electronically via email to the specific contact listed for the Resource and Referral (R&R) agency. (See attached list of contacts.)

PACKET OF FORMS/INFO

The OPA Eligibility Case Manager must also provide an HCS/CC – 150 “Working Caretaker Relative Child Care” packet to the specified caretaker relative. This packet contains the following:

- Best Beginnings Child Care Scholarship application for Working Caretaker Relative Participants;
- Employment Verification form; and
- Information outlining the steps the specified caretaker relative must take in order to be determined eligible for this program.

The OPA Eligibility Case Manager must inform the specified caretaker relative that the completed forms must be submitted to the R&R within 30 days.

NOTE: An initial supply of the HCS/CC-150 packet will be distributed to each OPA office. If more packets are needed, please contact Del Bock, TANF Policy Specialist.

START DATE OF CHILD CARE BENEFITS

Child care benefits may begin the date the HCS-052 electronic referral form is received by the R&R. The referral date should be the date of application for child only TANF cash assistance; provided the caretaker relative met the eligibility criteria at the time of application.

Because eligibility for child care benefits may be prior to the determination of eligibility for the child only TANF cash assistance, the electronic referral to the R&R should **not** be delayed until the eligibility determination is made.

ELIGIBLE CHILDREN

The Working Caretaker Relative Child Care program will provide child care assistance only for those children who are receiving child only TANF cash assistance. Other children in the household are not eligible for this program, but may qualify for other child care programs.

CHANGE IN STATUS

The OPA Eligibility Case Manager must notify the R&R of any change in status in the child only TANF cash assistance. For instance, if the child only TANF cash assistance case closes the OPA Eligibility Case Manager must notify the specific contact at the R&R as soon as possible of the case closure. If the case is later reverted to open, the OPA Eligibility Case Manager must notify the specific contact at the R&R as soon as possible in order for the Working Caretaker Relative Child Care to continue.

REDETERMINATION

Eligibility for the Working Caretaker Relative Child Care program must be re-evaluated during the annual redetermination of TANF eligibility. If the household remains eligible for the program, a new HCS-052 referral form must be submitted electronically to the specific contact at the R&R. If the household is not eligible for the program, the OPA Eligibility Case Manager must notify the specific contact at the R&R as soon as possible of the change in eligibility and case status.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL POLICY SPECIALIST.
Thank you.

CCR&R Eligibility Worker - OPA contact

HRDC District 7 - Billings

Allyson Eastmas

aeastman@hrdc7.org

247-4727*

District IV HRDC - Child Care Link - Havre

Vicki Wilkins

wilkinsv@hrdc4.havre.mt.us

265-6743, 109*

Child Care Connections - Bozeman

Michelle Mayer

michelle@childcareconnections.info

587-7786, 6

Child Care Partnerships - Helena

Val Mattfeldt

vmattfeldt@childcarepartnerships.org

443-4608, 12*

Butte 4C's

Dee Chatriand

dchatriand@butte4-cs.org

723-4019, 104*

The Nurturing Center - Kalispell

Rhonda Ivers

rhonda@nurturingcenter.org

756-1414, 232*

Hi-Line Home Programs, Inc - Glasgow

Peggy Shipp

peggy@hilinehomeprograms.org

228-9431

HRDC District VI - Child Care Link - Lewistown

Janet Mann

jmann@mt.gov

535-7488

DEAP CCR&R - Glendive

Stephanie Schmitz

sschmitz@deapmt.org

377-4909*

DEAP CCR&R - Miles City

Sarah Peterson

speterson@deapmt.org

234-6034

Family Connections - Great Falls

Veronica Moldenhauer

veronicam@famcon.org

761-6010, 211

Child Care Resources - Missoula

Michelle Parks

michelle@childcareresources.org

728-6446, 243